

**Town of Stephens City Planning Commission
Minutes
Tuesday, March 31, 2009 (7:30p.m.)**

The Town of Stephens City Planning Commission held the regularly scheduled meeting this month, on Tuesday, March 31, 2009 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel, Jr
Commissioner Martha Dilg
Commissioner Susan Boyd
Commissioner Bill Copp
Commissioner Bob Wells
Commissioner Joe Grayson

Absent:

Commissioner Jesse Fox

Staff Present:

Town Planner, Brian Henshaw

Also Present:

Jessica Burchard, Winchester Star

Call to Order:

With a quorum present, Chairman Fravel called the meeting to order at 7:30 p.m.

Chairman Fravel entertained a motion for approval of the minutes from February 24, 2009. Chairman Fravel pointed a few typos that were corrected by Mr. Henshaw. Commissioner Wells made a motion to approve the minutes. Commissioner Copp seconded the motion. The motion was approved.

Chairman Fravel entertained a motion for the adoption of the agenda. Commissioner Boyd made a motion to adopt the agenda. Commissioner Copp seconded the motion. The agenda was adopted.

Public Hearings:

Capital Improvements Plan:

Mr. Henshaw briefly presented the Draft Capital Improvements Plan including the highlights of this fiscal year's Capital Expenditures.

Chairman Fravel opened the public hearing at 7:35pm. Hearing no public comments, Chairman Fravel closed the public hearing.

Official Zoning Map:

Mr. Henshaw briefly presented the purpose for adopting the Official Zoning Map.

Chairman Fravel opened the public hearing at 7:40pm. Hearing no public comments, Chairman Fravel closed the public hearing.

Action Items:

Capital Improvements Plan:

After a brief discussion about the purpose and the intended goals of the CIP, Commissioner Dilg offered some minor text changes to the CIP narrative. After no further discussion, Chairman Fravel entertained a motion.

Commissioner Grayson made a motion to recommend the draft Capital Improvements Plans with the suggested changes from Commissioner Dilg to the Town Council. Commissioner Cop seconded the motion.

The motion was approved 6-0.

Official Zoning Map:

After a brief discussion about including the Phase II Annexation area, Mr. Henshaw stated that he would work with the Frederick County GIS department to include the Phase II Annexation area into the Zoning Map but reiterated that this particular map is designed to be current zoning within the Town and not Future Land Use. Chairman Fravel agreed and entertained a motion.

Commissioner Boyd made a motion to recommend the Official Zoning Map with the noted changes to the Town Council. Commissioner Dilg seconded the motion.

The motion was approved 6-0.

Discussion:

Potential Down Zoning for Agricultural District:

Mr. Henshaw briefly discussed the possibilities of starting the universal down zoning for parcels within the Town currently being used as agriculture. Mr. Henshaw also stated that all land owners would receive an invitation to down zone their property, but would not be required by any means to down zone their property.

The Commissioners agreed that this would be in the best interest to pursue this with the issue being that there is quite a bit of “by-right” residential uses within areas currently being utilized as agriculture.

Mr. Henshaw stated that he would continue to research the down zoning process and stated the importance of moving cautiously.

Joint Planning Commission and Council Retreat Re-cap:

Mr. Henshaw wanted some feedback from the Joint Council and Planning Commission Retreat. Everyone thought it was great working together with the Council members and stated they would welcome more opportunities to work together in the future.

It was agreed that it would be great schedule a joint retreat annually if the resources are available.

Citizen Comment Period:

There was no citizen's comment.

Hearing no comments, Chairman Fravel entertained a motion to adjourn.

Commissioner Wells made a motion to adjourn. Commissioner Grayson seconded the motion.

The meeting adjourned at 8:03 pm.